

RECORDS RETENTION SCHEDULE

FD-503, Revised 12/95

Return to Public Records Administrator



STATE OF CONNECTICUT
Connecticut State Library
PUBLIC RECORDS ADMINISTRATION
231 Capitol Ave., Hartford, CT. 06101

FOR OFFICE USE ONLY
Retention Schedule 98-5-2

Agency: DEPT. OF HEALTH/DEPT. OF ENVIRONMENTAL PROTECTION

Address: 10 CLINTON STREET

Division or Unit: BUREAU OF LABORATORIES

HARTFORD, CT. 06106

This schedule is ☐ original; ☒ revised

If revised, enter previous retention schedule

number here: 92-1-3A (ADDENDUM)

Page 1 of 2 pages

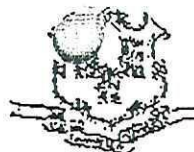
(Number Consecutively)	RECORD SERIES' TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be filled by State Archivist)
		Office	Records Center or approved off-site facility ²	
	The Department of Environmental Protection relies on the expertise of the Department of Health Services for the analysis of particulate (respirable particles in the air) air samples. These samples are run every six days for a 24 hour period and collected			
	from the DEP's air sampling network. They are then delivered to the D.H.S. lab for weight & composition analysis. The following record series represent the steps taken to ensure valid measurement of the filter papers and analysis of the particulates			
	contained therein.			
1	Filter Tare (initial) / Audit Weight Book - This record series is used to identify & document the initial weight of the filter paper which will be placed in the field sampler to collect atmospheric particulate matter. Temperature & humidity of the	1 Year @ DHS	4 Years @ DEP	
	environment in which weighing takes place are also recorded to ensure consistency during weighing.			
2	Weights Calibration Records - This record series documents calibration of scale weights by Connecticut's Consumer Protection, Weights & Measures Division. It is used to certify accuracy of the weights & therefore the scale on which filters are weighed.	1 Year @ DHS	4 Years @ DEP	

¹ Record Series is a group of similar or related records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular from.

² Records with a permanent retention period cannot be stored at the Records Center. If you believe a record should be maintained permanently outside the office, it should be appraised for possible transfer to the State Archives. In this case, leave blank, and the State Archivist will review it.

Approved (Agency Records Management Liaison Officer) <i>Victoria N. Wentworth</i>	Typed Name of RMLO Victoria N. Wentworth	Title Mgt. Analyst 2, Agency RMLO	Date 3/4/98
Approved (State Archivist) <i>Mark H. Jones</i>	Date 3/6/98	Approved (Public Records Administrator) <i>James B. B.</i>	Effective Date of Schedule 3-10-98

Return to Public Records Administrator



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATION
 231 Capitol Ave., Hartford, CT. 0610

FOR OFFICE USE ONLY
 Retention Schedule 98-5-2

Agency: DEPT. OF HEALTH / DEPT. OF ENVIRONMENTAL PROTECTION

Address: 10 CLINTON STREET

Division or Unit: BUREAU OF LABORATORIES

This schedule is ☐ original; ☒ revised

If revised, enter previous retention schedule

number here: 92-1-3A (ADDENDUM)

Page 2 of 2 pages

(Number Consecutively)	RECORD SERIES' TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be filled by State Archivist)
		Office	Records Center or approved off-site facility ²	
3	Environmental Room Humidity & Temperature Charts - This record series is an analog chart of Humidity & Temperature for the weighing room (for filter paper in # 1 above). This information is used to document the room's environment.	1 Year @ DHS	4 Years @ DEP	
4	Scale Calibration Notebook - This record series documents the calibration of the scale prior to weighing of the filter papers. This is done to ensure scale accuracy.	1 Year @ DHS	4 Years @ DEP	
5	Sample Record Form - This record series contains all the information (i.e. sampling site location, filter number, initial weight, final weight, air flow, temperature, pressure, ect.) required to obtain the final pollutant concentration.	1 Year @ DHS	4 Years @ DEP	
6	Speciated Particulate Records - This record series documents measurements of extracted selected metals & water solubles from individual & composited filters. These may include Beryllium, Cadmium, Chromium, Copper, Iron, Lead, Manganese, Nickel, Vanadium,	1 Year @ DHS	4 Years @ DEP	
	Zinc, Nitrate, Sulfate, & Ammonium. The calibration of the analyzer, to ensure its accuracy prior to analysis is also included in this record series.			

¹ Record Series is a group of similar or related records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular from.

² Records with a permanent retention period cannot be stored at the Records Center. If you believe a record should be maintained permanently outside the office, it should be appraised for possible transfer to the State Archives. In this case, leave blank, and the State Archivist will review it.

Approved (Agency Records Management Liaison Officer) <i>Victoria N. Wentworth</i>	Typed Name of RML0 Victoria N. Wentworth	Title Agency RML0	Date 3/4/98
Approved (State Archivist) <i>Mark H. Jones</i>	Date 3/6/98	Approved (Public Records Administrator) <i>Wm B M B</i>	Effective Date of Schedule 3-10-98